

Message Text

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ORIGIN SS-30

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DRAFTED BY: S/S-S:LAROSENBLATT

APPROVED BY: S/S-MR SPRINGSTEEN

S-MR EAGLEBURGER

A - MR THOMAS

S/S-O:MR EALUM

S - MR BREMER

----- 040392

O 051930Z JUN 74 ZFF4

FM SECSTATE WASHDC

TO AMEMBASSY CAIRO NIACT IMMEDIATE

S E C R E T STATE 118155

EXDIS

C O R R E C T E D C O P Y (OMISSION-PARA 5 C LINE 2)

E.O. 11652: GDS

TAGS: OVIP (NIXON, RICHARD M.)

SUBJECT: SUPPORT OF THE SECRETARY'S VISIT:

REQUIREMENTS FOR EAGLEBURGER AND SECRETARIAT

(S/S)

FOR HUNT

1. WE PROPOSE SENDING THE FOLLOWING CABLE WITH MINOR VARIATIONS TO POSTS AT EACH STOP. WOULD APPRECIATE YOUR REACTION TO THESE INSTRUCTIONS SO THAT THEY CAN BE SENT OUT. WE WOULD EXPECT THAT YOU WOULD TASK ALL POSTS DURING YOUR ADVANCING TO FULFILL THESE REQUIREMENTS FOR EAGLEBURGER AND S/S.

2. FOR ALL STOPS EXCEPT SALZBURG AND CAIRO, ONE S/S TEAM (OFFICER AND SECRETARY) WILL RIDE THE JUMP AIRCRAFT AND ONE TEAM WILL BE ON THE BACKUP PLANE. SALZBURG

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AND CAIRO WILL BE ADVANCED COMMERCIALY. SALZBURG TEAM
WILL ARRIVE CAIRO ON EITHER THE JUMP OR BACKUP AIRCRAFT.

3. ORDINARILY WE WOULD EXPECT S/S TO SET UP IN THE
CHANCERY, WITH POSSIBLE EXCEPTION OF JIDDA WHERE IT MAY BE
ADVISABLE TO LOCATE S/S IN THE PALACE WITH THE REST OF
PARTY.

4. FOLLOWING IS TEXT OF PROPOSED CABLE:

(1) PERSONNEL: LAWRENCE S. EAGLEBURGER, EXECUTIVE
ASSISTANT TO THE SECRETARY, AND TWO SECRETARIES WILL
ACCOMPANY THE SECRETARY. EAGLEBURGER WILL RIDE
WITH SECRETARY ON PRESIDENTIAL AIRCRAFT. EXECUTIVE
SECRETARIAT (S/S TEAM) CONSISTING OF OFFICER AND
SECRETARY WILL ADVANCE SECRETARY'S VISIT ABOARD THE
JUMP AIRCRAFT. ANOTHER S/S TEAM WILL ARRIVE ABOARD
THE PRESIDENTIAL BACKUP PLANE.

(A) S/S CONTROL OFFICER AND SECRETARY. A CONTROL
OFFICER SHOULD BE ASSIGNED TO S/S AND SHOULD MEET
THE S/S ADVANCE TEAM ON ARRIVAL AT THE AIRPORT.
POSTS SHOULD FURNISH NAMES OF CONTROL OFFICERS TO
THE DEPARTMENT ATTN. S/S
ON OR BEFORE JUNE 7. A TOP SECRET CLEARED SECRETARY
SHOULD BE AVAILABLE TO S/S ON A 24-HOUR BASIS AND
WILL WORK IN THE S/S OFFICE.

(2) ADMINISTRATIVE ARRANGEMENTS:

A. EAGLEBURGER'S OFFICE: AN OFFICE SHOULD BE
SET UP FOR EAGLEBURGER IN CLOSE PROXIMITY TO THE
SECRETARY. OFFICE SHOULD HAVE ADEQUATE LIGHTING AND
THE FOLLOWING OFFICE SUPPLIES AND EQUIPMENT:

1) ONE DESK FOR EAGLEBURGER. TWO DESKS OR TYPING
TABLES FOR SECRETARIES.

2) NORMAL OFFICE SUPPLIES AND FORMS.

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3) COPYING MACHINE.

4) EMBASSY PHONE BOOK, DIPLOMATIC LIST AND ANY
OTHER USEFUL REFERENCE MATERIAL.

5) TWO ELECTRIC TYPEWRITERS, IDENTICAL TYPE
ESSENTIAL.

- 6) TELEPHONES: A MINIMUM OF ONE FOR EACH DESK.
- 7) 2-WAY INTERCOM: A 2-WAY INTERCOM IS REQUIRED CONNECTING EAGLEBURGER'S OFFICE WITH SECRETARY'S ROOM PERMITTING SECRETARY'S CALLS TO BE TAKEN IN EAGLEBURGER'S OFFICE WITH CAPABILITY TO BUZZ THE SECRETARY FOR HIS INCOMING CALLS. PHONE SHOULD NOT REPEAT NOT RING IN THE SECRETARY'S ROOM.

24-HOUR-OPEN-STORAGE FOR CLASSIFIED MATERIAL IS REQUIRED IN EAGLEBURGER'S OFFICE. ARRANGEMENTS SHOULD BE MADE FOR FULL TIME MARINE COVERAGE.

B. ADJACENT TO OR INCLUDED IN EAGLEBURGER'S OFFICE SHOULD BE FACILITIES FOR GENERAL SCOWCROFT OF THE NSC AND TWO SECRETARIES. IF SEPARATE AND ADJACENT TO EAGLEBURGER'S OFFICE, THE NSC OFFICE SHOULD BE SET UP SIMILAR TO EAGLEBURGER'S OFFICE. IF OFFICES ARE COMBINED, A LARGE CONFERENCE TABLE SHOULD BE FURNISHED.

C. S/S OFFICE: S/S WILL REQUIRE AN OFFICE IN THE CHANCERY WHICH SHOULD HAVE ADEQUATE LIGHTING AND THE FOLLOWING OFFICE SUPPLIES/EQUIPMENT:

(1) TWO DESKS OR TABLES FOR OFFICERS AND TWO DESKS OR TYPING TABLES FOR SECRETARIES.

(2) DESK OR TABLE FOR EMBASSY SECRETARY ASSIGNED TO WORK WITH S/S.

(3) NORMAL OFFICE SUPPLIES AND FORMS.

(4) TWO CONFERENCE TYPE TABLES.

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(5) THE BEST AVAILABLE COPYING MACHINE -- ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR SERVICING FOR THE MACHINE AND/OR BACKUP MACHINE.

(6) TWO COPIES EMBASSY PHONE BOOK, THE POST REPORT, ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL PAMPHLETS OR INFORMATION.

(7) TWO ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC.

(8) TELEPHONES - A MINIMUM OF ONE FOR EACH DESK.

S/S REQUIRES FULL TIME OPEN STORAGE FOR CLASSIFIED

MATERIAL AT THE S/S OFFICE. ARRANGEMENTS SHOULD BE MADE FOR FULL TIME MARINE GUARD COVERAGE. ONLY PERSONS AUTHORIZED BY S/S WILL HAVE ACCESS TO S/S AREA.

(3) A. EAGLEBURGER WILL NEED A CAR ON 24-HOUR BASIS.

B. S/S WILL REQUIRE A VEHICLE ON A 24-HOUR BASIS FOR DURATION OF EACH STOP.

C. THREE TOP SECRET CLEARED COURIERS (AND THREE COURIER VEHICLES) WILL BE REQUIRED ON AN AROUND-THE-CLOCK BASIS TO LINK S/S TO EAGLEBURGER.

(4) COMMUNICATIONS:

A. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED

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KISSINGER AND MUST BE CLEARED BY S/S-S, LATERAL CABLES WILL BE SLUGGED QUOTE FOR THE SECRETARY UNQUOTE OR QUOTE FOR (NAME) UNQUOTE AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMMCENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD

BE REPRODUCED ON 8X10 1/2 PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

(1) TOSEC/SECTO-NODIS 10 AND EXDIS 10 COPIES
TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING;

(2) TOSEC/SECTO LIMDIS, ALL OTHER TOSEC/SECTO CABLES, AND CABLES FOR OTHER MEMBERS OF PARTY 10 COPIES
TO S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES).

F. SPECIAL SUMMARIES: INSTRUCTIONS ON THE
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HANDLING OF DAILY SPECIAL SUMMARIES FOR THE
SECRETARY WILL BE SENT SEPTEL.

(5) MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE FOLLOWING):

B. TICKER SERVICE SUCH AS UPI, AP OR REUTER
NEEDED ON 24-HOUR BASIS. FIVE PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0500 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. SECRETARIAT OFFICERS SHOULD NOT HAVE TO EDIT PACKAGES FURTHER BEFORE SUBMITTING THEM TO THE SECRETARY AND OTHER READERS. OFFICER ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH THE FIRST SECRETARIAT OFFICER TO ARRIVE IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES.

C. COPIES OF ENGLISH LANGUAGE NEWSPAPER SHOULD BE MADE AVAILABLE TO SECRETARY AND EAGELBURGER. FIVE COPIES TO S/S. FIVE COPIES OF USIS WIRELESS FILE SHOULD BE DELIVERED DAILY TO S/S BY 0600.

D. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS PHOTO ON SECRETARY SHOULD BE POUCHED DEPT TO ATTN.

OF S/S-S AFTER DEPARTURE OF PARTY.

E. BEFORE END OF VISIT, POST SHOULD FURNISH S/S
WITH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO
APPROPRIATE OFFICIALS.

(6) MANY THANKS FOR YOUR ASSISTANCE. WE LOOK FORWARD
TO WORKING WITH YOU.

FOR HUNT: APPRECIATE YOUR REACTION TO THIS CABLE SOONEST.
KISSINGER

SECRET

NNN

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